



U.S. Department of Justice
INTERPOL Washington
U.S. National Central Bureau

Washington, DC 20530

STANDARD OPERATING PROCEDURE

SUBJECT: Workplace Attire Policy

PURPOSE

This Standard Operating Procedure (SOP) implements the INTERPOL Washington policy regarding workplace attire.

BACKGROUND

During the summer of 1994, the Department of Justice, along with other government agencies, participated in "Informal Apparel" on Fridays as an experiment. The results were considered positive and "Informal Friday" became institutionalized. Heads of Components were given latitude to continue this practice and adapt it to their individual situations as long as the privilege did not interfere with the organization's ability to accomplish its mission.

As the United States' representative to INTERPOL, INTERPOL Washington receives many office visitors from both domestic and foreign agencies. Many of these visitors are high-ranking officials. The impression that they receive during their visit could impact their cooperation with the INTERPOL Washington. The organization should always strive to present a professional and credible appearance.

POLICY

It is the policy of INTERPOL Washington that during the hours of 8:30 a.m. through 5:30 p.m. all personnel, who include permanent staff, detailed personnel, contractors, and interns, must come to work in no less than "business" attire.

Further, it is the policy of INTERPOL Washington that personnel who are authorized to carry a firearm, will ensure that their firearm remains reasonably covered. In other words, unless the individual is a uniformed officer and the firearm is part of a standard issue uniform, the firearm should not be visible.

EXCEPTIONS

INTERPOL Washington personnel, contractors, detailed personnel, and interns will be able to wear business casual clothing on Fridays and on days in which the temperature is projected to exceed 90 degrees Fahrenheit, granted they do not have any obligations that would require Business attire. The employee will be responsible for staying aware

of the days on which the temperature is expected to exceed 90 degrees; which will be made available by IOCC at noon the previous day after, consulting the National Weather Service (www.weather.gov). It will also be the employee's responsibility to prepare for unforeseen situations that require Business attire on days when casual dress would otherwise be allowable.

Examples of appropriate business casual attire for men include: casual trousers or slacks; a dress or collared shirt, or sweater; and dress or business casual shoes or boots. Women should dress with the same degree of formality, i.e., an appropriate length dress or skirt, or casual slacks; a blouse, collared shirt, or sweater; and dress or business casual shoes, boots, or dress sandals.

The following are examples of clothing that are not appropriate for business casual attire: jeans (any color), t-shirts, tank tops, Capri pants, BDU or cargo style pants, tattered or faded clothing, exercise clothing or active wear, shorts, athletic footwear, and flip-flops or casual sandals.

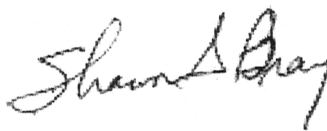
RESPONSIBILITIES

Employees and supervisors are expected to ensure that attire worn on business casual days remains appropriate, neat, reasonable, and professional, and does not interfere with or detract from our mission. Observations of inappropriate attire, or reported incidents of employees taking advantage of the relaxed dress code, will result in the suspension of the program for all employees.

Employees and supervisors are also reminded that employees must continue to dress in business attire during the remainder of the workweek, unless otherwise specified. Employees are also expected to exercise good judgment by dressing appropriately for meetings or other interactions outside of the office that may require business attire. It is recommended that employees have a spare set of business attire available in case of unexpected meetings or presentations to the Department of Justice, the Department of Homeland Security, other senior leadership, outside agencies, or the public.

EFFECTIVE DATE

This SOP is effective upon release and will be reviewed as needed.



for Timothy A. Williams
Director
INTERPOL Washington

Date 08/02/2011